



City of Miami Gardens

Public Works Department
1515 N.W. 167th Street, Bldg. # 4, Suite # 180
Miami Gardens, Florida 33169
305-622-8027 (office) 305-622-8557 (fax)
www.miamigardens-fl.gov

CHECKLIST OF REQUIRED DOCUMENTS FOR PROCESSING A PERMIT APPLICATION

Process No.: _____ Folio No.: _____

PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All contractors' licensing information and insurances (i.e., Worker's Compensation & Liability) must be submitted and must be current at the time of application submission. Please ask clerk to verify that your company's information is current with the city. Speak with a clerk if you have any questions concerning permit processing as we cannot make any exceptions to the documents that the department requires.

Instructions for Permit Clerk: Please review the checklist with applicant. Both Clerk and Applicant must sign and date this page.* (*Applicant signature does not imply acceptance but rather that Applicant has been advised of the requirements).

All **Public Works Department Permit Applications** must be fully completed signed and notarized by the owner of the property and the qualifier of the company (contractor) if applicable.

All improvement exceeding \$2,500 or more requires a **Notice of Commencement** to be filed with the County Record's Office prior to receiving a permit and must be posted at the job site at the time of the first inspection. Notices may be filed at the County Records Office located at 22 NW 1st Street, 1st floor. For more information or for their hours of operation, please call (305) 275-1155.

STAMPED CONCRETE DRIVEWAYS: If the improvement to the driveway will be stamped concrete or brick pavers, a **Covenant of Construction** must be read, signed and notarized by the property owner and also filed at the County Record's Office.

HOMEOWNERS: Proof of ownership is required with all applications. Proof will most likely be done in the office through **MDC Property Information, Deed, Closing Statement, or a Tax Bill.**

THE APPLICATION MUST HAVE AN ORIGINAL SURVEY NO MORE THAN 5 YEARS OLD, SIGNED AND SEALED BY SURVEYOR:

2 Copies of original survey must be highlighted and noted as per Public Works Sidewalk/Driveway Requirements.

CONTRACTORS: Proof of insurances and licenses must be submitted at the time Permit Application is tendered. An affidavit permitting the contractor to apply.

If the property owner is applying for the permit, an **Owner-Builder Affidavit** must be read, initialed, signed and notarized. If contractor is applying, an **Owner's Affidavit** must be signed also.

If applicable to the type of improvement, two (2) sets of plans must accompany the Permit Application (check with the Building Services Division)

Applicant Signature

Date

Permit Clerk Signature

Date

Please Note:

In an effort to keep this application package at a minimum and due to the variety of jobs, all required documents may not appear on this checklist. Additional documents may be required upon receipt and/or review of permit application. DERM and Fire Dept. approval, when applicable, may be required. Thank you for your cooperation.